1.0 POLICY STATEMENT

1.1 MacEwan University (the “University”) establishes Academic, Administrative and Governance Policy Documents to advance the University’s mission, core values, pillars and strategic directions, promote operational efficiency and effectiveness, mitigate or manage institutional risk, comply with University, legal, regulatory and other requirements, set behavioural expectations across the University community and communicate roles and responsibilities with respect to Policy.

2.0 PURPOSE

2.1 This policy is intended to promote consistency, efficiency, transparency, compliance and accountability in relation to Policy Document development, review, maintenance and communication, and reflects best practice in higher education.

3.0 APPLICABILITY

3.1 This policy applies to all individuals engaged in developing, approving, revising and rescinding University Policy Documents.

4.0 DEFINITIONS

**Academic Policy Documents**
Policy Documents which are subject to approval by either the General Faculties Council (“GFC”) or the GFC Executive Committee.

**Administrative Policy Documents**
Policy Documents which are subject to approval by either the Board of Governors or the President’s Policy Committee.

**Comprehensive Revision**
Any change to a Policy Document that is not a Minor Revision and that affects the Policy’s rules, principles, intent or accountability.

**Executive Officers**
The President, Vice-Presidents and equivalent positions.

**Governance Policy Documents**
Policy Documents which are subject to approval by either the Board of Governors or the President’s Policy Committee.

**Guideline**
A statement which provides guidance for the implementation of Policy and/or Procedures and is aimed at fostering decisions or streamlining a particular process.

**Minor Revision**
An inconsequential change to a Policy Document that does not affect the document’s rules, principles, intent or accountability (e.g. position or department title changes, change to University name, typographical errors such as punctuation or spelling, adding references to new Procedures or supporting documents).
Members of the University Community
Those persons involved in conducting University affairs, and includes all faculty, staff, students and volunteers while they are on University property, using University property or participating in University programs and activities.

New Policy Document Proposal
A working document that provides the Policy Advisory Group with information relating to potential new Policies and Procedures, including among other things, the purpose, stakeholders to be consulted and alignment with the University’s foundational statements.

Officers
Deans, Directors, Associate Vice-Presidents and equivalent positions.

Policy
Written statements of intent or principle which govern, direct, regulate and control the actions of all Members of the University Community with respect to University programs and operations.

Policy Advisory Group
The standing committee of University administrators, faculty, staff and student representative(s) who review and provide advice regarding New Policy Document Proposals and Policy Document Change Request Forms and who review drafts of proposed new and revised Policy Documents in order to confirm adherence of the documents to the Policy Document Framework.

Policy Document
Documents subject to the terms of the University’s Policy Document Framework and which may be any one of following: Policy, Procedure, Standard, Protocol, Guideline, code of conduct, bylaw or foundational statement.

Policy Document Framework
Official University document that details the Policy Document development, management and approval process and defines the roles and responsibilities of all persons involved at every stage of the process.

Policy Sponsor
The Executive Officer who is responsible for the endorsement and to ensure the creation, implementation, communication, review and maintenance of, a University Policy Document that falls under the Policy Sponsor’s jurisdiction.

Policy Stakeholder
An individual, group or unit identified through the Policy Document development process who may be impacted by a Policy Document or whose University role or professional expertise relates to the subject of a Policy Document, and who, therefore, must be consulted prior to approval of the Policy Document.

President’s Policy Committee
The standing committee comprised of the Executive Officers responsible for reviewing final drafts of proposed Administrative and Governance Policy Documents and making recommendations to the Board of Governors.

Procedure
A series of consecutive action steps related to a Policy that specifies how a particular process should be completed and includes information on who, what, when, and where of the Policy.
**Protocol**
Prescribes rules for undertaking specific activities in an identified situation.

**Responsible Office**
The employee, unit, committee or department designated by the Policy Sponsor to develop and administer a Policy Document through all stages of the document life cycle (from initiation through to review).

**Standard**
Sets out the desired and achievable level of performance that establishes best practice as may be established by applicable authorities and against which actual performance can be compared.

**University Policy Repository**
The centralized repository of all University Policy and Procedures, retained in electronic format on the University’s website, that serves as the authoritative source for those documents.

### 5.0 POLICY ELEMENTS

#### 5.1 Policy Template

5.1.1 The official University Policy template, as posted on the University Policy website, will be used for all University Policies.

#### 5.2 New Policy Document Development

5.2.1 The Policy Document development process must involve the Policy Sponsor, the Responsible Office, the Policy Advisory Group and relevant Policy Stakeholders, as described in the Policy Document Framework.

5.2.2 Any Member of the University Community may present an issue or idea relating to a Policy Document to the appropriate Policy Sponsor.

5.2.3 The Policy Advisory Group will manage standardized methods, tools and processes for Policy Document development, review and revision.

5.2.4 The Responsible Office will work with the Policy Advisory Group to establish a list of Policy Stakeholders who must be consulted during the development phase of both new and Comprehensively Revised Policies.

5.2.5 The Policy Advisory Group will review New Policy Document Proposals and Policy and Procedure drafts and make recommendations to either the President’s Policy Committee for Administrative or Governance Policy Documents, or to the GFC Executive Committee for Academic Policy Documents.

5.2.6 The Policy Advisory Group will determine priorities for Policy Document development.

5.2.7 Policy Sponsors are responsible for the subject matter addressed in, and the substance of, a Policy Document under the Policy Sponsor’s jurisdiction.
5.3 Approval Authority

5.3.1 Policy approvals will be in accordance with the powers imparted by the Post-secondary Learning Act of Alberta and associated regulations (all as may be amended from time to time), including delegated authority to the president, the GFC and University leadership.

5.3.2 Policies are subject to the following approval processes:

5.3.2.1 New Academic Policies and Comprehensive Revisions to, or rescinding of, existing Academic Policies must be reviewed by the GFC Executive Committee, which will make recommendations to GFC. For Academic Policies the authority to approve new Policies, or Comprehensive Revisions to, or rescinding of, existing Policies resides with the GFC.

5.3.2.2 New Administrative or Governance Policies and Comprehensive Revisions to, or rescinding of, existing Administrative or Governance Policies must be reviewed by the President’s Policy Committee which will make recommendations to the Board of Governors through one of the Board of Governor’s standing committees. For Administrative or Governance Policies the authority to approve new Policies, or Comprehensive Revisions to, or rescinding of, existing Policies resides with the Board of Governors.

5.3.3 Procedures will follow the Policy Document development process outlined in this policy, including review by the Policy Advisory Group; however, rather than proceeding to the Board of Governors or the GFC for approval, Procedures will be approved by the President’s Policy Committee and the GFC Executive Committee (as appropriate).

5.3.4 Standards, Guidelines and Protocols will follow the Policy Document development process outlined in this policy; however, they will not be reviewed by the Policy Advisory Group and, rather than proceeding to the Board of Governors or the GFC for approval, they will be approved by the President’s Policy Committee and the GFC Executive Committee (as appropriate).

5.4 Expedited Policies

5.4.1 In extraordinary circumstances calling for urgent action, such as a change in federal or provincial law, a significant and immediate financial opportunity, or a major institutional risk, the president may enact, suspend, or revise a Policy without prior presentation to the Policy Advisory Group, and/or without the prior approval by or consultation with the Board of Governors or the GFC which would otherwise be required. Any Policy put into effect, suspended or revised in such a manner will subsequently be presented to the Policy Advisory Group at the next available opportunity and will then proceed through the normal review and approval process as set out in this policy.

5.5 Implement and Communicate

5.5.1 Policies and Procedures will be published in a consistent manner that is readily accessible to all Members of the University Community and the public.
5.5.2 With assistance from the Policy Advisory Group, Responsible Offices will implement new, Comprehensively Revised or rescinded Policies, and communicate changes to affected groups or units.

5.5.3 The Policy Sponsor is responsible for ensuring proper implementation and communication of all Policy Document changes under the Policy Sponsor’s jurisdiction.

5.5.4 The Office of General Counsel will maintain the University Policy Repository.

5.6 **Review, Revision, and Rescindment**

5.6.1 Policy Sponsors will ensure that Policy Documents under the Policy Sponsor’s jurisdiction are monitored and reviewed at least every five years from the effective date or the last Comprehensive Revision or review, to ensure that the information in the Policy Document remains accurate and that the Policy Document is still necessary and effective in its current form.

5.6.2 Policy reviews and Comprehensive Revisions to a Policy will follow the Policy Document development and approval process outlined in this policy, and must meet the approval requirements outlined in section 5.3 of this policy.

5.6.3 Minor Revisions to a Policy will follow the Policy Document development process outlined in this policy, will be reviewed by the Policy Advisory Group and will be approved by the appropriate Policy Sponsor.

5.6.4 A request to rescind a Policy will follow the Policy Document development and approval process along with any replacement Policy.

5.6.5 Revision, rescindment, and approval actions will be noted in the history section of the Policy.

5.6.6 The Office of General Counsel will archive and maintain any and all versions of Policies and Procedures that are revised or rescinded.

5.7 **Compliance**

5.7.1 Policy Sponsors and Responsible Offices are responsible for following the Policy Document development and implementation processes, communicating their Policy Documents effectively, reviewing and updating their Policy Documents regularly and monitoring their Policy Documents for compliance and effectiveness, all in accordance with this policy, associated procedures and the Policy Document Framework.

5.7.2 Members of the University Community are responsible for knowing, understanding and complying with Policy Documents that relate to their position, employment or enrolment at the University.

6.0 **ASSOCIATED PROCEDURES**

None
7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Board of Governors Bylaws and Code of Conduct
- General Faculties Council Bylaws
- Policy Document Framework
- Official Policy Template
- Official Procedure Template
- New Policy Document Proposal Form
- Policy Document Comprehensive Change Request Form
- Policy Document Minor Change Request Form
- Request to Proceed to Policy Document Approval and/or Rescission Form
- *Post-Secondary Learning Act – Alberta*

8.0 ACCOUNTABILITY

**Policy Sponsor**
Vice-President and General Counsel

**Responsible Office**
Office of General Counsel

9.0 HISTORY

**Relevant Dates**

Approved: **20.03.05**
Effective: **20.03.05**
Next Review: **25.03**

**Modification History**

**80.05.15:** Approved by Board Motion: 5-18-79/80. Replaces 9.19 by motion 22-1-73/74. Recommended by Executive Officers’ Committee 80-04-23.

**87.03.19:** Regulation 5.7 amended by Executive Officers’ Committee to record transfer of duties from President’s Office to the office of the Dean of Administrative Affairs. Recommended by Executive Officers’ Committee 87-03-19. Amended by Executive Officers’ Committee to record transfer of duties from Vice President- Academic’s Office to the Office of the President.

**97.10.07:** Editorial changes approved by President’s Council.

**03.02.01:** Terminology updated. Changed “President’s Council” to “Executive Committee”. Format updated.

**03.12.18:** Revised and approved by Board Motion 01-12-18-2003/04.
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<th>Date</th>
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<td>09.04.07</td>
<td>Revised to reflect changes in our governance structure. Approved 09.04.07 by Board Motion 01-04-07-2008/09.</td>
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<tr>
<td>09.06.12</td>
<td>Revised to include Appendix B, Procedures for Retiring and Changing Policy Category.</td>
<td>Approved by Executive Committee 09.06.12.</td>
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<tr>
<td>09.10.08</td>
<td>Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10.</td>
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<td>15.05.28</td>
<td>Complete rewrite including a new title in order for the policy to align with the University’s Policy Document Framework.</td>
<td>Approved by Board motion 03-05-28-2014/15.</td>
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<td>18.12.13</td>
<td>Revised to account for the new Academic Policy Committee. Approved by Board motion 02-12-13-2018/19.</td>
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<td>20.03.05</td>
<td>Revised to remove reference to the Academic Policy Committee. Approved by Board motion 02-03-05-2019/20.</td>
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